



MEMORANDUM

DATE: December 14, 2005

TO: Departmental Bilingual Services Coordinators

FROM: State Personnel Board – Bilingual Services Program (BSP)

SUBJECT: BSP MEMORANDUM 05-11
2005-06 LANGUAGE SURVEY AUTOMATED ON-LINE SYSTEM

This memorandum is to provide you with updated information regarding the Language Survey Automated On-Line System. Due to the implementation of minor modifications to the report section of the automated system, the survey reports cannot be viewed at this time. In the interim, you may continue to do the following:

- a. Establish new login accounts.
- b. Define language survey dates, groups, and reporting units.
- c. Enter data for Forms D and E.

We apologize for any inconvenience this may cause. We will notify you immediately when the system has been modified. In the meantime, if you have any other questions, please contact your bilingual services analyst for assistance or the BSP Unit at (916) 651-9017 / TTY at (916) 651-8782.